



C A L I F O R N I A   D E P A R T M E N T   O F  
**Mental Health**

The State of California provides equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, medical condition, physical disability, mental disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**CAREER EXECUTIVE ASSIGNMENT**  
**EXAMINATION ANNOUNCEMENT**  
**CHIEF, MENTAL HEALTH SERVICES ACT**  
**WORKFORCE EDUCATION AND TRAINING**

**C.E.A. LEVEL 1**

**\$5768 – 7324**

**Final Filing Date: November 14, 2005**

**Duties/Responsibilities**

Under the general direction of the Director and Chief Deputy Director, the Chief has overall responsibility for the implementation of the Education and Training component of the Mental Health Services Act (MHSA). The work will require policy development that provides the foundation for the education and training goals of the MHSA. These policies will impact the development and on-going operation of a renewable, five-year plan that will include a comprehensive strategy, management and oversight of the application of policies and establishment of program monitoring and evaluation processes. The Chief will design the process for and development of the five-year plan. The plan includes, for example, the establishment of a program with dedicated funding to remedy the shortage of qualified individuals to provide services to address severe mental illness. The Chief will work closely with county mental health program officials and staff; the California Mental Health Planning Council; education officials and staff; and consumer and family members. The incumbent will act as an advisor to the Director and Chief Deputy Director regarding the statewide education and training plan and related issues and will initially supervise two professional and one clerical staff. Staff size may increase depending on support required for programs implemented.

**Minimum Qualifications**

Applicants must have permanent California State Civil Service status or meet the provisions of Government Code Sections 18990 and 18992, and must meet the general minimum qualifications for the C.E.A. category, **including:**

- A. Ability to effectively perform high administrative and policy-influencing functions. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; principles and practices of strategic planning; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem-solving; principles and practices of policy formulation and development; personnel management and supervision; a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment free of discrimination and harassment.
2. Ability to: Plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, the Legislative and Executive Branches, county mental health organizations; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a workplace free of discrimination and harassment.

B. This knowledge and ability is expected to be obtained from the following kinds of experience (experience may have been paid or volunteer; in State service, other government settings, or in a private organization): broad administrative or program manager experience with substantial participation in the development of long term program plans and in the formulation, operation, and/or evaluation of program policies.

### **DESIRABLE QUALIFICATIONS**

1. Knowledge of planning principles, including, but not limited to, analysis of workforce trends, development of models describing workforce needs, and statistical and graphical descriptions of the statewide mental health workforce.
2. Ability to work with all levels of Federal, State, County governments and consumers to gain their support, cooperation and active involvement.
3. Ability to manage significant department activities and programs during a time of tremendous change and innovation and achieve defined objectives in a timely, collaborative and cost-effective manner.
4. Demonstrated leadership and management ability in addition to showing initiative and independence of action in policy and decision-making.
5. Demonstrated ability to establish program monitoring and evaluation processes.
6. Knowledge of California's mental health system and the California Mental Health Services Act.

### **FILING INFORMATION**

Submit a standard State application (Form 678) and a separate "Statement of Qualifications." The Statement of Qualifications must consist of a description (outlined, narrative, or bullet points) of your education and experience as they relate to the minimum qualifications and desirable qualifications for the position. **Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.**

*Applicants must have a permanent State of California civil service appointment in order to be considered for this examination.*

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

All interested applicants must file the State application and a Statement of Qualifications by November 14, 2005 to:

**Department of Mental Health  
Personnel Section - Attention: CLAUDIA POOLE  
1600 9th Street, Room 121  
Sacramento, CA 95814**

### **EXAMINATION INFORMATION**

The examination will consist of a review of each candidate's qualifications for this position and may include an oral interview. Based on the minimum and desirable qualifications announced in this bulletin and evaluation criteria developed for this position each candidate's application and Statement of Qualifications will be reviewed by a designated departmental screening committee. It is critical that applications/statements include specific information, i.e., experience and education applicable to these standards. Based upon the screening committee's evaluations, individuals may or may not be invited to interview. All candidates will be assigned a rating and will be notified in writing of their final score. In order to be successful in this examination, a minimum rating of 70.00% must be attained. The results of this examination will only be used to fill the Chief, Mental Health Services Act Workforce Education and Training position. Questions concerning the exam process should be directed to Claudia Poole, Selection Analyst at (916) 654-2520. The Department of Mental Health Personnel TDD Number is (916) 654-1782.